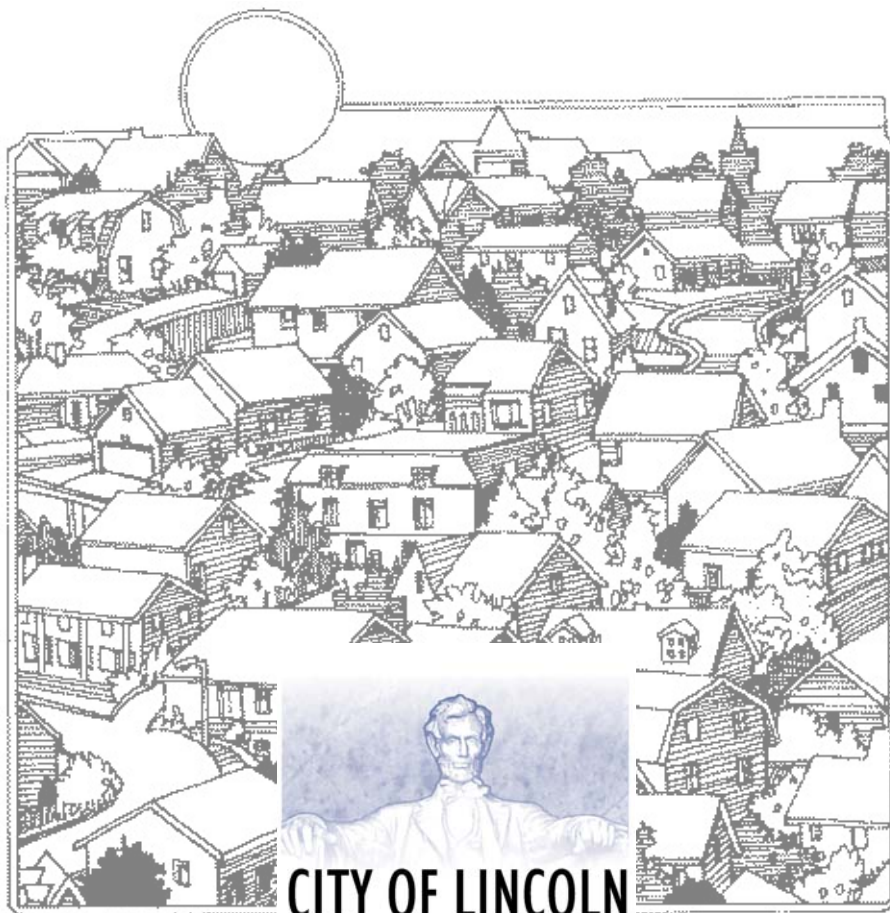


City of Lincoln, Nebraska
Urban Development Department
Citizen Participation Guide



CITY OF LINCOLN
NEBRASKA

MAYOR COLEEN J. SENG

lincoln.ne.gov

Citizen Participation Guide

Published by the City of Lincoln, Urban Development Department

Mayor Coleen J. Seng

(402) 441-7606, urbandev@lincoln.ne.gov

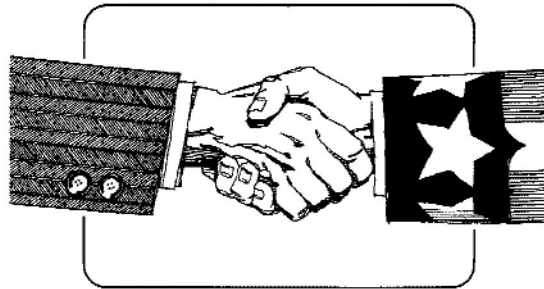
www.lincoln.ne.gov, keyword: urban

December 2005

Introduction

The City of Lincoln is required by law to have a **Citizen Participation Guide** that details how the public can be involved in the "*Consolidated Plan*" process and implementation. Lincoln's *Consolidated Plan* details how the City uses funds received from the U.S. Housing and Urban Development Department (HUD).

As a HUD entitlement city, Lincoln receives an annual allocation of funds under the Community Development Block Grant (CDBG) Program, the HOME Investment Partnerships Program (HOME), and the American Dream Downpayment Initiative (ADDI) Program. These allocations vary from year to year as Congress establishes the Federal budget. Since 1975, when Lincoln received its first CDBG allocation, over \$137 million has come to Lincoln under these and other HUD programs. For more information about each of these federal programs, see page 14.



You can use the information in this **Citizen Participation Guide** to become involved in the community process that shapes the local use of these Federal funds for some of the City's most important endeavors:

- ▶ revitalizing older neighborhoods,
- ▶ improving and maintaining an aging housing stock,
- ▶ providing homeownership opportunities,
- ▶ providing meaningful economic opportunities for low- and moderate-income residents,
- ▶ providing human services to those in need, and
- ▶ moving homeless persons and families to independence and self-sufficiency.

The Consolidated Plan

To receive CDBG, HOME, and ADDI funds, the City of Lincoln must prepare a *Consolidated Plan* that outlines Lincoln's housing, homeless, and community development needs. The *Consolidated Plan* also identifies resources, priorities, goals, and proposed HUD-funded activities. Lincoln's *Consolidated Plan* includes:

- ▶ *Five-Year Strategic Plan;*
- ▶ *Annual One-Year Action Plans;*
- ▶ *Substantial Amendments to the One-Year Action Plans or the Five-Year Strategic Plan; and*
- ▶ *Consolidated Annual Performance and Evaluation Reports (CAPER's).*

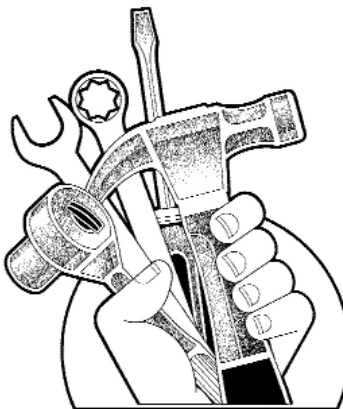
The *Consolidated Plan* isn't static -- done once and set in stone for five years. It is an on-going process with opportunities to adjust, tweak, modify, and grow with each year.

Because CDBG, HOME, and ADDI funds are targeted by law to primarily benefit lower-income people, this *Citizen Participation Guide* encourages genuine involvement by lower-income people and neighborhoods. That includes involvement at all stages of the *Consolidated Plan* process: identifying needs, setting priorities among the needs, deciding how much money should be allocated to each need, suggesting types of programs to meet needs, and overseeing how programs are carried out.

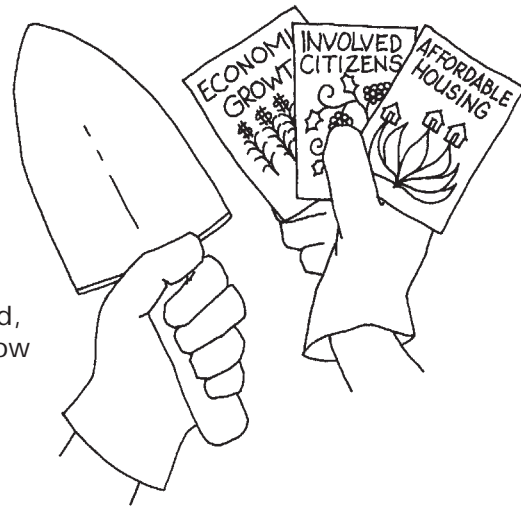
The Process

There are several stages, or steps, in the *Consolidated Plan* process:

1. Identification of housing and community development needs.
2. Preparation of a draft plan for the use of funds for the upcoming year. This is called the proposed Annual Action Plan. In years when a new *Five-Year Strategic Plan* is needed, a draft of this will also be prepared.



3. Formal approval by elected officials of a final Annual Action Plan (and *Five-Year Strategic Plan* when it's being re-done.)
4. Occasionally, during the year, it might be necessary to change the use of the money already budgeted in an *Annual Action Plan*, or to change the priorities established in a *Five-Year Strategic Plan*. In that case, a formal Substantial Amendment will be proposed, considered, and acted upon. For more details about how Substantial Amendments are done, see page 11.



5. After a program year is complete, a Consolidated Annual Performance and Evaluation Report (CAPER) must be drafted for public review and comment, and then sent to HUD.

In Lincoln, the program year is the same as the City's fiscal year (FY) and runs from September 1 through August 31. For example, FY 2008 would be September 1, 2008 through August 31, 2009.

For a more detailed description and timeline of Lincoln's *Consolidated Plan* process, see page 11.

Urban Development Department

The City of Lincoln's Urban Development Department is responsible for administration of CDBG, HOME, and ADDI programs at the local level. In addition, the Urban Development Department carries out other activities:

- ▶ As the City's designated redevelopment authority, the department coordinates other redevelopment activities funded with City, State, and Federal funds.
- ▶ As operator of the One Stop Career Center, the department administers the federally-funded local Workforce Investment Program.

The Urban Development Department is located in the Haymarket at 808 P Street, Suite 400 (in the Harpham Building on the 4th floor), Lincoln, Nebraska, 68508.



Citizen Participation

All Lincoln residents are encouraged to participate in the development of all parts of the *Consolidated Plan*. This includes especially those who can benefit most from housing and community development activities:

- ▶ Low- and moderate-income residents,
- ▶ Minorities,
- ▶ Non-English speaking persons,
- ▶ Persons with disabilities,
- ▶ Residents of public and assisted housing developments,
- ▶ Recipients of tenant-based assistance, and
- ▶ Low-income residents of targeted revitalization areas.

Lincoln residents can participate in the *Consolidated Plan* process in a variety of ways: through the Community Development Task Force, through their neighborhood, community, and business organizations and through public hearings.

The Community Development Task Force (CDTF) is a 25-member citizen advisory group appointed by the Mayor. Its purpose is to assist the Urban Development Department with the planning, oversight, and implementation of the City's CDBG, HOME, and ADDI programs. CDTF bylaws emphasize low- and moderate-income neighborhood and diverse racial and ethnic representation. The full Task Force meets six times per year in open, public meetings. If you are interested in serving on the CDTF, you can request a Board Application from the Mayor's Office. Call 441-7511 or go to the City Website: www.lincoln.ne.gov/city/mayor/boards/applicat.htm. For more detailed information about the CDTF, see page 17.

Neighborhood organizations are integral to the community development process. As the voice of their respective neighborhoods, it is their role to provide information concerning neighborhood needs and to make suggestions for activities to meet those needs. Neighborhood organizations can and have worked with

Urban Development Department staff to prepare and/or implement projects. Neighborhood organizations voice their concerns at public hearings, during regular Task Force meetings, and at the monthly meeting of Mayor's Neighborhood Roundtable. For more information about Lincoln's neighborhood organizations and the Mayor's Neighborhood Roundtable, see www.lincoln.ne.gov, keyword: *neighborhood*.

Other community organizations are encouraged to participate in the community development process -- especially those serving the needs of low- and moderate-income people, the disabled, female heads of households, minorities or the elderly. These organizations include community centers, nonprofit housing providers and social service agencies. A few specific examples are: the Indian Center, the Lincoln Housing Authority, the League of Human Dignity, Lincoln Action Program, Habitat for Humanity, and NeighborWorks® Lincoln.

Business organizations can also provide valuable input into the community development process, especially those representing businesses in low- and moderate-income areas of the City. Examples include: the North 27th Street Business and Civic Association, the Downtown Lincoln Association, and the University Place Business Association.

Public hearings are held expressly for direct public participation and offer another opportunity for citizens to voice their concerns or ideas on the City's community development program. Public hearings are publicized at least five days in advance in the *Lincoln Journal Star* legal notices section and on the City's Web site at www.lincoln.ne.gov, keyword: *urban*. Public hearings are held in convenient locations that are accessible to persons with disabilities. Upon request, interpreters will be provided for non-English speaking or deaf persons.



After each public hearing, there is a **public comment period** -- 15 to 30 days depending on the subject matter of the hearing. (See the timeline on page 11.) Comments can be submitted orally at public hearings. Written comments can be submitted during the public comment period to the Urban Development Department. All comments are reviewed and included in the final document presented to the U.S. Department of Housing and Urban Development (HUD).

Informing the Public

Publications: The Urban Development Department publishes the *Consolidated Plan* for citizen review and comment. Each part of the *Consolidated Plan* is available to the public. A "notice of availability" is published in the legal notices section of the *Lincoln Journal Star* and at www.lincoln.ne.gov, keyword: *urban*. Residents are advised that the document is available:

- ▶ On the Urban Development Department Web page: www.lincoln.ne.gov, keyword: *urban*
- ▶ At the Urban Development Department, 808 P Street, Suite 400, Lincoln, NE 68510;
- ▶ At the County-City Building, 555 So. 10th Street; and
- ▶ At Bennett Martin Public Library, 136 So. 14th Street.

Meetings: Notices of public hearings and other meetings -- containing date, time, place, and purpose -- are posted at least five days in advance through:

- ▶ Publication in the *Lincoln Journal Star* -- public hearings in the legal notices section and regular meetings in the community calendar section.
- ▶ Posting on the Urban Development Department Website: www.lincoln.ne.gov, keyword: *urban*;
- ▶ Posting at the County-City Building, 555 So. 10th Street;
- ▶ Posting at Bennett Martin Public Library, 136 South 14th Street; and
- ▶ Announcement on Channel 5 TV, the public access television channel.

Displacement Information

Activities undertaken with funds included in the *Consolidated Plan* try avoid displacing residents. However, should displacement occur, persons displaced will receive additional information, including a booklet entitled *Relocation Assistance*. This booklet outlines their rights and contains general information about relocation services and benefits offered by the City. It is also available on the Urban Development Web page: www.lincoln.ne.gov, keyword: *relocation*.

Access to Records

The Urban Development Department has prepared numerous documents that identify community development needs and facilitate the administration of the programs. These documents are available for review upon request.

No single document fully describes the CDBG, HOME, and ADDI programs. Federal regulations often change, with new requirements added and old ones deleted. Updated rules are regularly issued by HUD and numerous guidebooks are also produced by HUD to more fully describe various aspects of the programs.

Citizens are encouraged to use whatever materials best meet their needs. Below is a list of some of the materials available, both locally and nationally.

Local Information: This information is available at the Urban Development Department, with accommodations for visually impaired and non-English speaking persons upon request.

- ▶ **Housing Rehabilitation and Homeownership Program Guidelines.** This material lists and defines the programs and requirements for assistance to homeowners and first-time homebuyers.
- ▶ ***Economic Development Program Guidelines.*** These are the City's guidelines for providing CDBG assistance to businesses, including the Job Creation Loan Program and the Façade Improvement Loan Program.

If displacement occurs as a result of any *Consolidated Plan* activities, the federal ***Uniform Relocation and Real Property Acquisition Act of 1970***, as amended, will be followed.



- ▶ *Neighborhood Target Area and Focus Area Action Plans.* These plans identify strategies to address needs in small sub-neighborhood target areas.
- ▶ *Lincoln Affordable Housing Needs Assessment.* This analysis of Lincoln's affordable housing market examines the supply and need for affordable housing based on demographic, economic, and geographic conditions.

Federal Information: This information is available at public libraries and the Urban Development Department.

- ▶ *"Common Rule" (24 CFR Part 85).* This is technically called the "Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Federally Recognized Indian Tribal Governments." It contains the guidelines that Lincoln must follow in allocating funds to subrecipients.
- ▶ *Title 24 of the Code of Federal Regulations (24 CFR).* This section of the Federal Code covers all HUD programs. The guidelines for the different programs and other important requirements can be found in the following parts of 24 CFR:
 - ▷ 24 CFR Part 570 - CDBG;
 - ▷ 24 CFR 92 - HOME;
 - ▷ 24 CFR 910 - Consolidated Planning Requirements;
 - ▷ 24 CFR 58 - HUD Environmental Responsibilities.
- ▶ *Federal Register.* The *Federal Register* is published daily, Monday through Friday (except on official holidays) and contains the public regulations and legal notices issued by Federal agencies. These include Presidential proclamations and Executive Orders, Federal agency documents having general applicability and legal effect, documents required to be published by an Act of Congress, and other Federal agency documents of public interest. Applicable portions are listed by federal department, so CDBG information would appear under Housing and Urban Development.

- *Community Development Digest*. This publication is produced by C.D. Publications and deals with current community development issues, ranging from Congressional budget deliberations, to regulation changes, to opinions issued by HUD (Washington) that may impact local programs.

Technical Assistance

The Urban Development Department provides technical assistance to low-income, very low-income, and poverty level individuals or organizations in developing proposals for funding. Staff also provides technical assistance to grant recipients to ensure compliance with federal rules and regulations.

Complaints

During the course of the year, the Urban Development Department accepts citizen complaints regarding the approved Community Development Programs and/or the community development process.

Although verbal complaints are accepted, only written complaints receive a written response. Complaints are investigated and responses to written complaints are made within 15 working days after a complaint is received. Copies of complaints and any action taken are submitted to City officials and the Community Development Task Force, and are filed in the Urban Development Department's records. These are also included in the *Consolidated Annual Performance and Evaluation Report (CAPER)* to the HUD.

Please send complaints to:

Marc Wullschleger, Director
Urban Development Dept.
808 P Street, Suite 400
Lincoln, NE 68508
(402) 441-7126

If you are not satisfied with the response, you may contact:

**U.S. Dept. of Housing & Urban Development Omaha
Area Office
Executive Tower Centre
10909 Mill Valley Road
Omaha, NE 68154-3955
(402) 492-3100**

Contact Information

Contact the Urban Development Department with any questions or comments, or for more information.

Urban Development Department

808 P Street, Suite 400

Lincoln, NE 68508

(402) 441-7606

Email: urbandev@lincoln.ne.gov

Website: www.lincoln.ne.gov, keyword: *urban*

More About Substantial Amendments...

Substantial Amendments to Lincoln's *Five-Year Strategic Plan* and/or *Annual Action Plans* may be made from time to time. For a proposed change to be an amendment, at least one of these circumstances must be present:

- ▶ A change in the use of CDBG, HOME, or ADDI funds from one eligible activity to another.
- ▶ The addition of a new activity.
- ▶ The elimination of an activity.
- ▶ A change that exceeds either 10% of the annual grant amount of any funding component or a minimum of \$7,500.
- ▶ A substantial change in the purpose, scope, location, and/or beneficiaries of an activity.

Public hearings are held on amendments to the *Consolidated Plan*. Notices are published in the *Lincoln Journal Star* legal notices section at least five days prior to public hearings and informational meetings. All meeting times and places are formally announced using local media, including the Internet and mailings. There is a 30 day public comment period on any amendments.

More About the Process and Timeline in Lincoln...

In Lincoln, the program year (or fiscal year) runs from September 1 through August 1, which matches the City's regular budget cycle. Here is a month by month timeline of the local *Consolidated Plan* process:

September

- ♦ The current program year begins (September 1) along with implementation of the activities identified in the current year's *Action Plan*.
- ♦ Begin preparation of the past program year's *Consolidated Annual Performance and Evaluation Report (CAPER)*.

The Consolidated Plan includes:

- *Five-Year Strategic Plan;*
- *Annual One-Year Action Plans;*
- *Any Substantial Amendments to the One-Year Action Plans or the Five-Year Strategic Plan; and*
- *Consolidated Annual Performance and Evaluation Reports (CAPER's).*

October

- ♦ Community Development Task Force meeting.

November

- ♦ Availability of the past year's *CAPER* is announced to the public and the public comment period (15 day) begins.
- ♦ Public access television (Channel 5) airs a taped video of CDTF members and Urban Development staff discussing activities included in the past year's *CAPER*.
- ♦ Public hearing on past program year's *CAPER* held by Community Development Task Force at their November meeting.
- ♦ Public comment period (15 day) on the past program year's *CAPER* ends.
- ♦ Past program year's *CAPER* submitted to HUD.

February

- ♦ Community Development Task Force meeting.
- ♦ Begin discussion/development of the future program year's *Action Plan*.
- ♦ Evaluate Public Input for the *Five-Year Consolidated Plan* (once every five years when a new five-year plan is being prepared).
- ♦ Make recommendations to Mayor and City Council for the proposed *Five-Year Strategic Plan* (once every five years).

March

- ♦ Community Development Task Force committees meet to develop preliminary funding allocations and strategies for the future program year's *Action Plan*.

April

- ♦ Community Development Task Force meets in working sessions to finalize recommendations for future program year's *Action Plan*.

May

- ♦ Availability of the future program years' draft *Action Plan* is announced and the public comment period (30 day) begins.

- ♦ Public hearing is announced and held by Lincoln-Lancaster Co. Planning Commission to approve future program year's *Action Plan* for conformity with *Lincoln-Lancaster Co. Comprehensive Plan*.

June

- ♦ Public hearing is announced and held by the Community Development Task Force at its regular meeting, on final approval of future program year's *Action Plan*.
- ♦ Public access television (Channel 5) airs a taped video of CDTF members and Urban Development staff discussing the future year's *Action Plan*.
- ♦ Public comment period (30 day) on future program year's *Action Plan* ends.
- ♦ Approval of future program year's *Action Plan* by City Council at a previously announced public hearing.
- ♦ Prepare an Environmental Review of future program year's *Action Plan*.

July

- ♦ Submit the future program year's *Action Plan*, "Application for Federal Assistance," and "Certifications" to HUD.
- ♦ Preliminary approval of future program year's *Action Plan* by HUD.

August

- ♦ Community Development Task Force meeting
- ♦ Publish "Notice of Finding of No Significant Impact" (FONSI) and/or "Notice of Intent to Request Release of Funds".
- ♦ Begin 15 day local public comment period on the FONSI and/or Notice of Intent to Request Release of Funds, plus an additional 15 day period for comments sent directly to HUD.
- ♦ Submit "Request for Release of Funds" to HUD.
- ♦ Release of Funds and Funding Agreement from HUD.

Because the program years don't coincide with calendar years, the current program year, past program year, and future program year terminology can get confusing. It may be helpful to have an example: if the current program year is FY 2008 (September 2008 to August 2009), the past program year is FY 2007 (September 2007 to August 2008), and the future program year is FY 2009 (September 2009 to August 2010).

More About the Federal Entitlement Programs...

CDBG regulations can be found in Part 570 of Title 24 of the *Code of Federal Regulations*

What is CDBG?

Authorized under Title I of the Housing and Community Development Act of 1974, the **Community Development Block Grant Program** (CDBG) has a stated goal of ". . . *developing viable urban communities, by providing decent housing and a suitable living environment and expanded economic opportunities.*"

Currently, this program provides the largest formula grant to the City of Lincoln. Over the years, these funds have been used in many ways, including:

- ▶ Rehabilitation of owner-occupied and rental housing;
- ▶ Homeownership assistance;
- ▶ Public improvements (sidewalks, street paving, storm sewers, alley graveling, tree planting, etc.);
- ▶ Assistance to neighborhood organizations;
- ▶ Assistance to businesses to expand or retain jobs;
- ▶ Rehabilitation of commercial buildings; and
- ▶ Assistance to non-profit organizations to provide human services.

According to regulations, to be eligible for CDBG funding, an activity must meet one of the following three national objectives:

- ▶ Provide a benefit to low- and moderate-income persons,

- ▶ Aid in the prevention or elimination of slums and blight, or
- ▶ Meet community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community.

Communities must certify that at least 70% of the CDBG expenditures are used on activities that benefit low- and moderate-income persons.

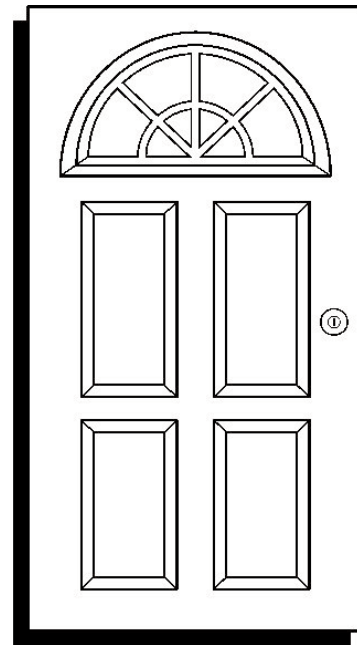
Who Can Receive CDBG Funds?

Lincoln, as a recipient of CDBG funds, can award and disburse funds to non-profit organizations, Section 301(d) Small Business Investment Companies, and local community development corporations. Individuals may also receive CDBG grants and/or loans through City-run programs, such as its housing rehabilitation loan programs, and through neighborhood-based non-profit organizations. Under the Economic Development component of the CDBG program, for-profit businesses can receive loans based on an analysis of the need for CDBG funds and the public benefit of CDBG funding.

How does HOME work?

The **HOME Investment Partnerships Program** (HOME), authorized under the National Affordable Housing Act of 1990, was created ". . .to provide decent affordable housing to lower-income households, expand the capacity of nonprofit housing providers, strengthen the ability of state and local governments to provide housing, and leverage private-sector participation in affordable housing."

Lincoln was designated as a **Participating Jurisdiction** (PJ) and received its first allocation of HOME funds in 1992. Some of the activities funded under Lincoln's HOME Program include the construction of new rental units, rehabilitation of owner-occupied housing, financial assistance to first-time homebuyers, and security deposit assistance to homeless families.



Rules for the HOME Program are in Part 92 of Title 24 of the Code of Federal Regulations



Among other requirements, a PJ must allocate at least 15% of its annual HOME allocation to activities carried out by Community Housing Development Corporations or CHDOs. These are private, nonprofit organizations that must meet a series of qualifications prescribed in the HOME regulations. Several organizations in Lincoln are designated CHDO's, including but not limited to:

- Diocesan Housing Ministries, Incorporated,
- Indian Center, Incorporated,
- LAP Housing Development Corporation,
- New Heights Limited Partners,
- NeighborWorks®Lincoln,
- The ARC of Lincoln/Lancaster County, and
- YWCA Housing Corporation.

How about ADDI?

The **American Dream Downpayment Initiative** (ADDI) is a relatively new program, signed into law on December 16, 2003. ADDI aims to increase home-ownership rates, especially among lower income and minority households, and to revitalize and stabilize communities. ADDI assists low-income, first-time homebuyers in purchasing single-family homes by providing funds for downpayment, closing costs, and rehabilitation carried out in conjunction with assisted home purchases. ADDI funding, since FY 2004, has totaled \$193,000.

A Note about ESG

Between 1995 and 2004, Lincoln received over \$689,000 in direct **Emergency Shelter Grant** (ESG) allocations. However, the ESG Program is now administered state-wide by the State of Nebraska Health and Human Services Department (HHS). Lincoln agencies apply to HHS for ESG funds.

The ESG program is one of many programs created by the Stewart B. McKinney Homeless Act of 1987, federal legislation enacted specifically to assist homeless persons. Locally, ESG dollars have been and are used for operating costs of local shelters and homeless programs, homeless prevention activities (payment of rent and utilities arrearages for persons facing eviction), and homeless client services.

Lincoln agencies also receive funds through the State of Nebraska's **Homeless Shelter Assistance Trust Fund** (HSATF). The Urban Development Department has been given the responsibility of recommending allocations of HSATF monies to Lincoln providers.

HSATF was created by the Nebraska legislature in 1992 to provide additional funding for homeless services in the State. Since fiscal year 1999, \$1.747 million in HSATF monies have been allocated to Lincoln homeless service providers.

More About the CDTF...

The **Community Development Task Force** (CDTF) is a citizen advisory group, appointed by the Mayor, to assist the Urban Development Department with the planning, oversight, and implementation of the City's CDBG, HOME, and ADDI Programs.

CDTF bylaws emphasize low- and moderate-income neighborhood and diverse racial and ethnic representation. Its total membership of 25 includes a minimum of 10 low- and moderate-income neighborhood representatives and a minimum of five at-large representatives of low- and moderate-income interests. Also, a minimum of two members are appointed who represent local lending institutions that have made a commitment to Lincoln's low- and moderate-income neighborhoods. The remaining members are "at-large" and represent a variety of agencies, organizations, and fields of interest. Members are responsible for relaying information and decisions back to the communities they represent. In turn, they are also responsible for communicating any concerns of those communities to the full Task Force.

The CDTF has established three Standing Committees which meet regularly to discuss issues, activities, and programs, and to provide recommendations to the full Task Force. Each Task Force member is required to serve on a Standing Committee. The three Standing Committees are:

- ▶ **Housing** - Addresses housing programs, including housing rehabilitation, homeownership, new housing construction, and target areas;
- ▶ **Community Services** - Addresses emergency shelter grant funds and community services/facilities funds; and
- ▶ **Community Revitalization** - Addresses neighborhood and community revitalization policy, plans, and projects.

Other committees may be established by the Task Force, as needed, to work on special projects.

CDTF Meeting Days

October	- 1st Thursday
November	- 3rd Thursday
February	- 1st Thursday
April	- 1st Thursday
June	- 1st Thursday
August	- 1st Thursday

All meetings of the full Task Force are open to the public and held in community centers or similar facilities. Regular Task Force meetings are held bi-monthly, at 4:30 p.m., on the first Thursday except one. The exception is the meeting held on the third Thursday in November. Meeting locations and times are publicized well in advance.

An agenda packet is mailed to Task Force members and others in advance of all regularly scheduled meetings. Agendas are posted at the County-City Building, Bennett Martin Public Library, and the Urban Development Department.

Meeting notices appear on TV Channel 5, public access television. Agendas, along with meeting minutes are also available at Urban Development Department's Web site: www.lincoln.ne.gov, keyword: *cdtf*. Anyone may request an agenda or confirm meetings dates by contacting the Community Development Division of the Urban Development Department, 808 P Street, Suite 400, Lincoln, Nebraska or by calling (402) 441-7606. Alternative formats for the agenda can be made available upon request to non-English speakers or individuals with disabilities.

Meetings of the Standing Committees are held on an "as needed" basis in the Urban Development Department, 808 P Street, Suite 400. Results of these working sessions are reported to the full Task Force at the following Task Force meeting.

Business that needs to be accomplished during months when the full Task Force does not meet is carried out by an Executive Committee. The Executive Committee is comprised of the CDTF Chair, Vice Chair, and the Chairs of the three Standing Committees. These meetings are held at the Urban Development Department. Results of these meetings are also reported to the Task Force at the following meeting.

Task Force members serve staggered three-year terms and can be reappointed for a second term. Citizens interested in serving on the Task Force should contact the Mayor's Office at (402) 441-7511 and request a Board Bank form.

Task Force meetings are open to the public and held at an accessible facility. Citizens are welcome and given an opportunity to speak within the meeting's established protocol.

An interpreter for non-English speaking or deaf persons is available upon request. Task Force members, the Chair of the Task Force, or Urban Development staff may be contacted to discuss needs, present ideas, ask about a funding request, or share comments and concerns about the City's community development program.

For more information about publications or meetings, contact:

Urban Development Department

808 P Street, Suite 400

Lincoln, NE 68508

Phone: (402) 441-7606

Fax: (402) 441-8711

Email: urbandev@lincoln.ne.gov

Website: www.lincoln.ne.gov, keyword: *urban*